



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, 22D SIGNAL BRIGADE
UNIT 29500
APO AE 09175-9500

AETV-SBH-CO

12 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 8, Physical Fitness Program

1. References:

- a. AR 350-41, Training in Units, 19 March 1993.
- b. FM 21-20, Physical Fitness Training, 30 September 1992
- c. Commander's Guide to Injury Prevention
- d. Army in Europe Command Policy Letter 8, Physical Fitness Programs, 4 May 2003.

2. Physical fitness is the key to readiness. The objective of the physical fitness program is to enhance combat readiness by developing and sustaining a high level of physical fitness in all personnel.

3. Company physical fitness training will be conducted under the following provisions:

- a. Collective physical fitness training will be conducted every Monday thru Wednesday and Friday from 0630-0730. No physical fitness training will be conducted during Sergeant's Time Training. Accountability formation is at 0630 and all MAJ-2LT, CW3 and below, and MSG and below are required to attend this formation. Senior leaders may conduct individual physical training on all days except Fridays for Company/Sports day after being released from this formation.

- b. The uniform is the Army Physical Fitness Uniform unless otherwise specified by the first sergeant with yellow reflective belt. Formation will be conducted the PT field in front of the CFK library.

- c. Physical fitness training will be broken down as follows (unless otherwise noted by the first sergeant).

- (1) Monday - Organized Company Level PT.

- (2) Tuesday and Wednesday – Organized Platoon Level PT.

(3) Friday – Company Run/Sports Day

d. Company runs. Company Runs/Sports Days are Esprit De Corps events that are used to build unit cohesion. All running cadence will be in good taste. Straggler control will be designated to maintain accountability and control of all personnel. All soldiers falling out of company runs more than twice will be placed on special population PT for a period of 30 days. Sports will be unit collective sports and an appropriate level of physical activity will be maintained by all Soldiers.

4. Maximum use of Master Fitness Trainers (MFT) will be utilized to develop and monitor the physical fitness programs. The MFT's are responsible for the following:

- a. Advising the command on unit and Special Population Physical Fitness Program.
- b. Monitoring the standards for Army Physical Fitness Tests (APFT) and Special Population Physical Fitness Programs.
- c. Assisting PT instructors in the development and execution of a quality physical fitness program.

5. Conduct of the APFT:

a. Soldiers conducting the APFT will be trained by the MFTs IAW FM 21-20, AR 350-15, and AR 350-41. In addition, each Soldier must have scored above the company average to qualify as a grader. Graders will not take the APFT while serving as a grader and will wear the APFU with Black Hat to signify their duty position.

b. The timekeeper will have two stop watches. Each evaluator will have one clipboard, a pencil and a DA Form 705 for each soldier taking the APFT. The words "DIAGNOSTIC" or "RECORD" will be written on the card prior to the start of the APFT.

6. Special Population Program. Master Fitness Trainers (MFT) and the soldier's ***First Line Leaders*** will run/oversee the Special Population Program. First Line Leaders ***will not*** relinquish their soldiers to the MFT, but rather be actively involved in the program. Special Population PT will be conducted at the following times:

- a. Company Physical Training.
- b. 1700 on regular PT days.

7. Soldiers who excel on the APFT will receive the following incentives:

- a. Score of 300 points:

(1) APFT Badge for wear on the APFU

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(2) Entry into the 300 Point Club.

(3) A 4-Day Pass to be used within 45 days.

b. Score of 290 to 299:

(1) APFT Badge for wear on the PT uniform.

(2) A 3-Day Pass.


c. Soldiers that improve their score at least 20 points will receive the following benefits:

(1) Qualify for the above incentives if their new score is in these ranges.

(2) Be released at noon on the Friday of their choice (not to be used in conjunction with any incentive listed above).

d. NCOICs must submit a signed copy of the APFT scorecard to the First Sergeant to qualify their soldiers for these incentives.

8. EAGER ELITES!


CHARLES D. SMITH
CPT, SC
Commanding

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